

ADVENTIST UNIVERSITY OF HEALTH SCIENCES

Nuclear Medicine Technologist Program

Bachelor of Science Degree

Class of 2017

Student Handbook Supplement

671 Winyah Drive

Orlando, Florida 32803

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Dear Nuclear Medicine Technology Student,

It is with great pleasure that we welcome you to the Nuclear Medicine Technology Program at Adventist University of Health Sciences. The program is designed to prepare you to enter the expanding field of nuclear medicine. We are equally committed to providing your education in an environment that nurtures your intellectual, spiritual, social and physical growth.

This Student Handbook Supplement has been created to serve as a reference for our program policies and procedures. It will be reviewed carefully as a class and a quiz will be given to ensure the policy is clearly understood. If you have any questions or concerns, please do not hesitate to contact us directly. Also remember that as a student of ADU, you are also subject to regulations in both the ADU Academic Bulletin as well as the Student Handbook.

The Nuclear Medicine Technology Program at ADU is fully accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), 2000 W. Danforth Road, Suite 130, #203, Edmond, OK 73003; Phone: (405) 285-0546; Fax: (405) 285-0579; e-mail: mail@jrcnmt.org

I hope that you will find this Supplement useful. Please don't hesitate to call upon our faculty if you have any questions or concerns after reading this supplement thoroughly.

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SECTION 1: GENERAL PROGRAM INFORMATION

University Mission Statement

Adventist University of Health Sciences, a Seventh-day Adventist institution, specializes in the education of professionals in healthcare. Service-oriented and guided by the values of nurture, excellence, spirituality, and stewardship, the University seeks to develop leaders who will practice healthcare as a ministry.

The four vision words and their accompanying definitions are an identification and explanation of the values underlying the University Mission Statement. They play a vital role in the fulfillment of this Mission.

University Vision Statements

Nurture

ADU will be an institution that encourages the personal and professional growth of its students, faculty, and staff by nourishing their spiritual development, fostering their self-understanding, and encouraging a zeal for knowledge and service.

Excellence

ADU will be an institution whose programs are built upon an optimal blend of superior pedagogy, technology, and spiritual values; a blend designed to lead to the highest level of professional practice by its graduates.

Spirituality

ADU will be an institution where Christian professionalism is such an integral part of its programs and practices that it becomes the distinguishing characteristic of the organization.

Stewardship

ADU will be an institution where the wise stewardship of its human, intellectual, financial, and physical resources enables the University to achieve outcomes consistent with its mission.

ADU Learning Outcomes

CARING (CA)

The ADU graduate will be a caring professional who possesses a willingness to nurture other individuals in the context of healthcare as a ministry. A caring individual:

Initiative

Caring Outcome 1

Defines the concept of caring.

Caring Outcome 2

Identifies the principles of caring.

Caring Outcome 3

Engages in caring behaviors.

Caring Outcome 4

Analyzes the impact of caring behaviors in healthcare.

Caring Outcome 5

Evaluates caring behaviors of one's self and others in healthcare.

Caring Outcome 6

Constructs new caring strategies for quality improvement in healthcare.

COMMUNICATION (CM)

The ADU graduate will be an effective communicator who possesses appropriate verbal, nonverbal, and written skills in the practice of healthcare as a ministry. The effective communicator:

Initiative

Communication Outcome 1

Employs appropriate mechanics, grammar, and word usage based on American Standard English.

Communication Outcome 2

Organizes and presents thoughts in coherent form.

Communication Outcome 3

Adapts both written and oral communication to the target audience.

Communication Outcome 4

Analyzes and critiques the communication of oneself and/or others.

Communication Outcome 5

Reads and evaluates research reports within the healthcare field.

Communication Outcome 6

Designs and presents scholarly activity.

CRITICAL THINKING (CT)

The ADU graduate will be a critical thinker who gathers relevant information and analyzes and uses the knowledge in practicing healthcare as a ministry. The critical thinker:

Initiative

Critical Thinking Outcome 1

Identifies critical thinking strategies.

Critical Thinking Outcome 2

Interprets meaning using critical thinking strategies.

Critical Thinking Outcome 3

Classifies information using critical thinking strategies.

Critical Thinking Outcome 4

Develops solutions for complex problems.

Critical Thinking Outcome 5

Evaluates solutions for complex problems.

Critical Thinking Outcome 6

Uses critical thinking strategies in the design and implementation of scholarly activities.

ETHICAL/MORAL (EM)

The ADU graduate will exhibit the characteristics of a Christian professional, treating everyone with respect and dignity in the context of healthcare as a ministry. The ethical/moral individual:

Initiative

Ethical/Moral Outcome 1

Identifies the principles of moral/ethical behavior.

Ethical/Moral Outcome 2

Illustrates principles of ethical/moral behavior.

Ethical/Moral Outcome 3

Rates or ranks the importance of ethical/moral principles.

Ethical/Moral Outcomes 4

Applies ethical/moral principles in decision making.

Ethical/Moral Outcomes 5

Evaluates the ethical/moral principles in healthcare practice.

Ethical/Moral Outcomes 6

Integrates ethical/moral principles in healthcare practice.

PROFESSIONAL EXPERTISE (PE)

The ADU graduate will demonstrate professional expertise by passing appropriate professional examinations and exhibiting proficiencies within the context of healthcare as a ministry. The professional:

Initiative

Professional Expertise Outcome 1

Demonstrates an adequate knowledge base of his or her profession.

Professional Expertise Outcome 2

Performs skills appropriate to the clinical environment.

Professional Expertise Outcome 3

Advocates for the patients.

Professional Expertise Outcome 4

Examines the impact and effectiveness of the profession.

Professional Expertise Outcome 5

Supports the profession within the arena of healthcare.

Professional Expertise Outcome 6

Constructs new ideas and/or practices for improvement in the profession.

SERVICE TO THE COMMUNITY (SC)

The ADU graduate will be one who fulfills social, civic, and environmental responsibilities while practicing healthcare as a ministry. The serving individual:

Initiative

Service to the Community Outcome 1

Identifies the needs of underserved populations.

Service to the Community Outcome 2

Explains the importance of participating in a professional community.

Service to the Community Outcome 3

Examines strategies to provide service to the community.

Service to the Community Outcome 4

Engages with civic entities.

Service to the Community Outcome 5

Evaluates service opportunities completed through self-reflection and peer evaluations.

Service to the Community Outcome 6

Designs solutions to assist populations in need.

LIFELONG LEARNING (LL)

The ADU graduate will be a lifelong learner who pursues excellence and the ongoing acquisition of knowledge and professional expertise. The lifelong learner:

Initiative

Lifelong Learning Outcome 1

Defines the principles of lifelong learning.

Lifelong Learning Outcome 2

Reflects on learning strategies.

Lifelong Learning Outcome 3

Engages in a variety of learning opportunities.

Lifelong Learning Outcome 4

Demonstrates information fluency.

Lifelong Learning Outcome 5

Examines growth and improvement in learning experiences.

Lifelong Learning Outcome 6

Develops a personal plan for lifelong learning.

Program Mission Statement

Consistent with the mission of the University, the Nuclear Medicine Technology Program at Adventist University of Health Sciences (ADU) provides an environment where students pursue technical expertise in the field of nuclear medicine while respecting their own spiritual, intellectual, social, and physical development.

Program Goals

The Nuclear Medicine Technology Program has established specific goals to be achieved by the students who will graduate from our program. These goals are as follows:

The student will:

- Develop professional expertise in Nuclear Medicine Technology through a comprehensive, well balanced curriculum.
- Successfully complete professional certification examinations.
- Practice as a proficient technologist in culturally diverse healthcare settings.
- Demonstrate effective oral and written communication skills.
- Apply critical thinking skills in a variety of situations.
- Integrate professional skills with ethical and moral values.
- Appreciate education as a continual process requiring personal responsibility.
- Participate in service learning activities.
- Integrate the principles of caring in the professional setting.

SECTION 2: INSTITUTIONAL POLICIES AND PROCEDURES

Academic Appeal

Should a student have an academic grievance concerning a grade or other matters concerning a particular course, he or she should follow the appeal procedures below:

1. The student should discuss the grievance with the instructor involved **no later than five (5) business days** after the incident prompting the grievance.
2. The instructor must respond to the student **within five (5) business days** of receipt of the appeal.
3. If the grievance is not resolved, a written statement should be submitted to the department chair **no later than ten (10) business days** after the instructor's response. The chair will then speak with the instructor involved and reply in writing to the student **within five (5) business days** of receiving the student's written statement.
4. If a resolution has not been reached, the student may request that all materials concerning the grievance, be given to the Senior Vice President for Academic Administration. This individual will then review the grievance materials and return a written decision **within ten (10) business days** of their receipt. **The decision of the Senior Vice President for Academic Administration is final.**

Should a student have an academic grievance concerning a decision of their academic program, he or she should follow the appeal procedures outlined below:

1. The student should discuss the grievance with the department chair **no later than five (5) business days** after the decision prompting the grievance.
2. The department chair must respond to the student **within five (5) business days** after the decision prompting the grievance.
3. If a resolution has not been reached, a written statement should be submitted to the Senior Vice President for Academic Administration **no later than ten (10) business days** after the chair's response. This individual will then speak with the department chair and reply in writing to the student **within ten (10) business days** of receiving the student's written statement. **The decision of the Senior Vice President for Academic Administration is final.**

Refer to the *Academic Bulletin* for more details on the "Academic Appeal" policy.

Academic Dismissal

A student is subject to academic dismissal when any of the following occurs:

- Earning a GPA below 1.00 during any trimester.
- Failing to achieve a cumulative GPA of 2.00 after being on academic probation for two trimesters.
- Displaying a high degree of academic irresponsibility in matters of course attendance or class assignments.
- Displaying a high degree of academic dishonesty

Refer to the *Academic Bulletin* for the complete “Academic Dismissal” policy.

Active Military Duty

Any student called to active duty from the reserves of any branch of the military or the National Guard will receive special consideration from the College to ensure a smooth transition. This includes a full refund of tuition and fees for the current trimester. Students leaving a professional program for active duty will be able to re-enter the program at the beginning of the same trimester in the suggested course of study. Exceptions and special needs will be addressed on an individual basis.

Refer to the *Academic Bulletin* for the entire “Active Military Duty” policy.

Americans with Disabilities Act & the Rehabilitation Act

In an effort to comply with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 (Section 504), the following policy has been adopted:

All students with a documented disability, whether or not they are seeking accommodations, should contact the Office for Students with Disabilities when applying to the College. If the student requests accommodation, that student must provide the Office for Students with Disabilities the requested current, official documentation related to his or her disability.

Refer to the *Academic Bulletin* for the complete “Rehabilitation Act (1973) Section 504” policy.

Campus Safety and Security

The University is committed to maintaining high standards of safety and security for faculty, staff, students, and property. ADU/Florida Hospital Security Officers assist with fire prevention and detection, parking and traffic control, and maintenance of campus peace and order.

All persons on the ADU campus are required to have visible identification. Students are required to wear their student identification badges; faculty and staff are required to wear their employee identification badges. If you do not have your identification badge while on campus, you must visit the Student Services Office to obtain a temporary badge/visitor's pass. All visitors and contracted workers must stop at the Reception Desk of the Campus Center to obtain a visitor's pass. If you encounter any persons without the proper identification, notify Campus Security immediately.

Counseling Services

Counseling is the process of exploring your true self with someone who is a trained mental health professional. Individuals may decide to see a counselor for various reasons. If you are facing stressful situations and personal issues, counseling can offer emotional support, new perspectives, and help in considering possible solutions. Counselors are also available for academic concerns and a variety of other issues.

Counseling is offered free to all students. You are encouraged to seek counseling assistance proactively. Please visit the Student Services Office or call 407-303-7747, ext. 1106074 to make an appointment.

Refer to the *ADU Student Handbook* for more information.

Harassment

Adventist University of Health Sciences does not tolerate harassment on the basis of gender by a student against another student, faculty, staff, technologist, or other member of the medical imaging team. Violation of this policy may subject a student to discipline, up to and including dismissal from the University.

Sexual harassment is defined as:

1. Threats made on the basis on gender, or unwelcomed sexual advances
2. Requests for sexual favors; and all other verbal, physical, or visual conduct of a sexual or otherwise offensive nature
3. Sexual innuendo, suggestive comments, sexually orientated "kidding" or "teasing," "practical jokes," jokes about gender specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material
4. Physical sexual misconduct that includes unwelcome touching which may involve, but is not limited to: fondling, patting, pinching, hugging, repeatedly brushing against, or other physical contact with a person without his or her consent.

All students who encounter or are aware of any type of harassment shall report such incidents to the University Administration for investigation.

Refer to the *ADU Student Handbook* for more information.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information (PHI). The HIPAA privacy rule covers all individually identifiable health information at Adventist University of Health Sciences and the affiliated Florida Hospital healthcare facilities, whether the information is electronic, paper, or spoken.

In accordance with HIPAA, the Department of Radiologic Sciences has implemented and provides training for students within the Nuclear Medicine Technology Program. All students are required to observe these regulations and be in compliance in all aspects of their academic education, both didactic and clinical.

Jury Duty

The individual course instructor will make reasonable accommodations for any student required to fulfill jury duty obligations. This includes providing additional time to complete assignments, tests, or quizzes missed during this absence. The Department of Radiologic Sciences requires that students submit a copy of their jury duty notice to the course instructor prior to the scheduled jury duty.

Service Learning

The program imbeds Service Learning in various didactic classes. Students will fulfill this learning outcome of service in a variety of projects throughout their curriculum.

Social Networks

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of Adventist University of Health Sciences, students are encouraged to use the social networking sites for the development and maintenance of healthy relationships. Students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, staff, or faculty. Students found to be posting such comments are subject to disciplinary action by the Adventist University of Health Sciences Citizenship Committee.

Student Bereavement

Students are allowed to consider time off for bereavement as excused if the death was an immediate family member (spouse, parent, sibling, child, or grandparent). Other family members such as aunts, uncles, and cousins are usually not in this category unless they were part of the immediate family. In general, two days are given that are not counted against attendance. Additional time must be requested by the student and agreed to by the instructor(s). Verification must be provided at the time of the student's return to class. All coursework needs to be made up within a time frame agreed upon with the course instructor.

Student Rights and Confidentiality of Records

The procedures for protecting the confidentiality of student records are based on the Federal Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords students certain rights with respect to their education records. The rights include the following:

1. The right to inspect and review the student's education records within 30 days of the day the University receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

Refer to the *Academic Bulletin* for the complete "Students Rights and Confidentiality of Records" policy.

Student Work Policy

Students enrolled in the Nuclear Medicine Technology Program have a rigorous academic load. The combination of clinical and didactic hours will not exceed 40 hours per week. The following policies are in effect:

- Students who work while enrolled in the Program, do so without compromising their academic and clinical responsibilities.
- During assigned clinical rotations, students may not take the responsibilities of, nor be substituted for, clinical staff. If a student is asked to perform the duties of

the clinical staff without appropriate supervision, he/she should refuse and inform the Clinical Coordinator or the Program Director.

- Students employed by an affiliated clinical facility are not permitted to perform program clinical objectives during their work shift.

Miscellaneous Policies

Minor Children on Campus

Students (parent/guardian) are not allowed to bring their minor children on campus. This includes taking their child to class. Exceptions to this policy must be approved by the student's department chair.

Professional Dress and Deportment

In keeping with its mission to educate healthcare professionals in a Christian environment, Adventist University of Health Sciences requests that students dress modestly and conduct themselves in a professional manner. Faculty and staff reserve the right to speak with students relative to the appropriateness of dress and to expect that the students will follow their directives. Students enrolled in clinicals will receive guidelines from their departments reflecting appropriate dress and deportment of the various clinical facilities.

Refer to the *ADU Student Handbook* for the complete policy.

SECTION 3: NUCLEAR MEDICINE TECHNOLOGY PROGRAM POLICIES AND PROCEDURES

1. Academic and Personal Integrity

Adventist University of Health Sciences expects students to exhibit high levels of integrity in all activities applicable to the classroom and clinical settings. Students are expected to adhere to the ethical and professional standards set forth by ADU and the Nuclear Medicine Technology program. Refer to the *Academic Bulletin* for the complete “Academic Integrity” policy.

1.1. Academic dishonesty/misconduct includes, but is not limited to:

- 1.1.1. Falsifying official documents or misrepresenting academic qualifications
- 1.1.2. **Cheating** on an assignment or examination. Cheating is using or attempting to use materials, information, notes, study aids, or other assistance that has not been authorized by the instructor.
- 1.1.3. Stealing, accepting, or studying from stolen quizzes or examination materials.
- 1.1.4. **Plagiarism**, defined as intentionally or carelessly presenting the work of another as one’s own. It includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources.
- 1.1.5. **Fabrication**, defined as the use of invented, counterfeited, altered, or forged information. **Forgery**, defined as the imitating or counterfeiting of images, documents, signatures, and the like. **Obstruction**, defined as behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.
- 1.1.6. **Multiple submissions**, defined as the submission of the same or substantially the same work for credit in two or more courses, including the use of any prior academic effort previously submitted for academic credit at this or a different institution.
- 1.1.7. Misusing material which belongs to ADU, including the illegal use of copyright materials, trademarks, trade secrets, or intellectual properties.

- 1.1.8. **Computer misuse**, defined as use of computers that is disruptive, unethical, or illegal use of the College's computer resources. Unauthorized access to the ADU computer network including its hardware, software, and data.
- 1.1.9. Information used to evaluate students' academic performance (homework, quizzes, exams, projects, etc.) is not permitted to be discussed, shared, or removed (i.e. download, copy/paste, screen shot, etc.) from the on-campus or online environment. Students should seek Course Instructor approval prior to taking any action that may be considered to be plagiarism, forgery, falsification of documents, or and/or cheating. Please refer to the *Academic Bulletin*.

2. Ethical and Professional Conduct

Serious breaches of professional or ethical behavior may result in disciplinary action or dismissal from the program.

2.1. General Guidelines

Breaches of ethical or professional conduct include, but are not limited to:

- 2.1.1. Insubordination or refusal of a student to follow instructions or perform designated duties where such instructions or duties normally and properly may be required of a student for educational experience and purpose. Students may not refuse to do exams simply because they have already competency tested on them.
- 2.1.2. Theft or dishonesty
- 2.1.3. Immoral behavior, improper dress
- 2.1.4. Soliciting or receiving tips/gifts from patients or other individuals
- 2.1.5. Violating safety rules or creating safety hazards
- 2.1.6. Smoking on university campus grounds or any hospital grounds
- 2.1.7. Gambling
- 2.1.8. Abuse or waste of hospital property, supplies, equipment, etc.

- 2.1.9. Possession of firearms or other weapons
- 2.1.10. Possession of intoxicants or narcotics, or being found under the influence of alcohol or drugs
- 2.1.11. Use of abusive or profane language
- 2.1.12. Failure to adhere to the personal hygiene policy.

2.2. Clinical Guidelines

The following guidelines will be adhered to:

- 2.2.1. Telephones belonging to the clinical education site are not to be used for personal business except in bona fide emergencies.
- 2.2.2. Use of personal computers, and making calls or text messaging using personal cell phones are not to be made during the assigned clinical times. Restrict these activities to your lunch time.
- 2.2.3. All accidents or incidents involving patients and students occurring within the department must be reported to the coordinator and proper forms filed.
- 2.2.4. No student will leave clinical assignments, prior to the end of their rotation, without specific permission from a clinical faculty member.
- 2.2.5. The student will return promptly from meal breaks. Meal breaks are 30 minutes long, except where otherwise directed.
- 2.2.6. Eating, drinking or gum chewing in the department is prohibited.
- 2.2.7. Students should give prompt and courteous recognition to patients, visitors, physicians, and staff.
- 2.2.8. Patient complaints are to be investigated and referred to the appropriate sources. Students will direct patient complaints to the Department Coordinator/Supervisor.
- 2.2.9. In event of an accident involving a patient, notify the department coordinator after giving immediate attention to the patient. An

incident report must be completed according to department policy.

- 2.2.10. Private conversations should be avoided in patient's presence or within hearing range of patients or visitors.
- 2.2.11. No patient should ever be left unattended for any unreasonable period of time, especially when they are lying on the examination table. Safety straps, side rails, or other devices are to be utilized with patients whose conditions warrant the use of these precautions.
- 2.2.12. Check patient's name bands and charts before doing any procedure to ensure you have the correct patient.
- 2.2.13. Complaints or areas of concern should only be discussed with the program faculty.
- 2.2.14. Students are responsible for all information placed in the student mailboxes.
- 2.2.15. Telephones should be answered according to the established protocols.
- 2.2.16. Students are required to attend a venipuncture practicum to learn proper techniques. Intravenous therapy will be reviewed and practiced. An IV Therapy Educator will be present.

In their clinical rotations, students must have direct supervision during the administration of radiopharmaceuticals as well as when performing venipuncture. Direct supervision is when a licensed and certified technologist is within sight of the student. At no time should the student administer radiopharmaceuticals without direct supervision.

- 2.2.17. Patient confidentiality must be maintained at all times. Patient Protected Health Information (PHI) should only be discussed with other medical personnel who are directly involved with the procedure. Adventist University of Health Sciences follows the terms set forth in the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the regulations contained in chapter 45 of the Code of Federal Regulations (CFR), parts 160, 162, and 164. In accordance with this law and ADU policy, students are required to take certain

measures to keep PHI confidential. The policy takes into account all PHI including but not limited to external remote electronic transmissions.

Should a suspected violation of this policy occur, the ADU Department of Radiologic Sciences will conduct an investigation of the alleged incident. After investigation and confirmation that a violation has transpired, the student(s) will be sanctioned and disciplined according to the severity of the violation; up to and including program dismissal.

3. Disciplinary Action

Students in the Nuclear Medicine Technology Program are required to abide by the policies and procedures of Adventist University of Health Sciences, the Nuclear Medicine Technology Program, Florida Hospital Healthcare System and any other clinical education sites to which they are assigned. Students in the program are expected to abide by the Code of Ethics of the Society of Nuclear Medicine (See Appendix A).

3.1 Disciplinary Process

Failure to adhere to any of these may result in disciplinary action against the student. The disciplinary process is intended to help the student identify and correct unacceptable behavior and to promote a higher standard of professionalism. Disciplinary action is used to maintain a positive learning environment and safety in the clinical setting. Failure to conform to these regulations will result in one, or a combination, of the following:

- 3.1.1. Written counseling report – This is usually given on a first offense, provided that the offense is a minor one. This will identify the offense and present a course of action that the student will take to correct the behavior.
- 3.1.2. Written warning – This is usually given for a second offense of a minor infraction or the first offense of a more serious infraction. This will identify the offense, present a course of action to correct the behavior, and instruct the student that another offense of this nature will result in a written reprimand.
- 3.1.3. Written reprimand – This is usually given for the third offense of a minor infraction. It is assumed that the student has not learned from the first two offenses. It can also be given on the first offense of a serious nature, such as violating patient safety procedures while in the clinical setting or violating the “Direct Supervision” policy. The issuance of a written reprimand will automatically result in the lowering of the trimester clinical grade by one step (i.e. from B+ to B).
- 3.1.4. Probation or dismissal – This action may be taken as a last resort for those students who continue to display inappropriate behavior or who commit an infraction that is considered to be of a serious nature.

3.2. Infractions

The infractions resulting in disciplinary action include, but are not limited to:

- 3.2.1 Excessive Absenteeism
- 3.2.2. Excessive Tardiness
- 3.2.3. Improper appearance/apparel
- 3.2.4. Failure to notify faculty or clinical site prior to a tardiness or absence
- 3.2.5. Unprofessional conduct
- 3.2.6. Dishonesty
- 3.2.7. Breach of confidentiality/Violation of HIPAA policies
- 3.2.8. Soliciting or receiving tips/gifts in any form from patients
- 3.2.9. Insubordination
- 3.2.10. Any safety violation
- 3.2.11. Leaving assigned area without notice or approval
- 3.2.12. Failure to complete clinical assignments in a timely manner

3.3. Actions Taken

The following actions will be taken following any infraction:

- 3.3.1. A counseling form will be completed by the faculty member. It will indicate the specific infraction, the degree of seriousness of the infraction (i.e. counseling, warning, reprimand or probation) and the steps needed to be taken by the student to correct the behavior.
- 3.3.2. The faculty member will discuss the infraction with the student and the form will be signed by both the student and the faculty member. The student will receive one copy and a copy will go into the student's file.

- 3.3.3. The faculty member will discuss the infraction with the Program Director. The Program Director may or may not decide to talk to the student about the infraction depending on the seriousness of the infraction.
- 3.3.4. If a student receives a total of four reprimands at any time during the course of the program or incurs a serious violation of disciplinary policy, the Program Director may recommend to the Vice President for Academic Administration probation or dismissal of the student from the program.

Items that will be considered by the faculty are the student's:

- Past disciplinary record
- Attitude
- Record of absenteeism and tardiness
- Grade record
- Clinical performance

3.4. Critical Error Policy

Patient safety and the importance of performing nuclear medicine procedures properly are of paramount concern. In this regard, the following policy will be followed for any student found to have performed procedures improperly in which a critical error was determined to have occurred. Examples of situations classified as Critical Errors include, but are not limited to:

1. Performing an imaging examination on the Wrong Patient.
2. Placing the Wrong Name on an imaging exam or specimen.
3. Performing the Wrong Examination on a patient.
4. Placing the Wrong Marker/Annotation/L-R Procedure Description on an image.
5. The correct Anatomy/Region of Interest is not included in the exam.
6. All Correct Images are not sent to PACS for interpretation.
7. Errors determined to have the potential to directly affect the patient's treatment status.

When the Clinical Coordinator determines that a student has performed an examination that resulted in a Critical Error, the following disciplinary protocol will be followed for the duration of the program:

1. For the First Critical Error:
 - a. The student will receive a written warning.
2. For the Second Critical Error:

- a. The student will receive a written reprimand. This will result in the student's clinical grade for that trimester being lowered one step as per the Disciplinary Action Policy in the Student Supplement.
 - b. The student will be required to submit a Reflection Paper on the incident that resulted in the Critical Error. The requirements for the Reflection Paper will be provided to the student.
3. For the Third Critical Error:
- a. The student will receive a written reprimand with the same consequences as noted above in section 2.a.
 - b. The student will be suspended from the clinical aspect of the program for a period of six (6) clinical days.* This missed clinical time will be required to be made up following the student's graduation from the nuclear medicine program. Regardless of the amount of time that these six days amount to, the student will be required to complete 80 hours of clinical time.
4. For the Fourth Critical Error:
- a. The student will be removed from the program. A grade of C- will be submitted for the Clinical Education course in which they are currently enrolled. If eligible, students may re-apply to the program according to the policy as published in the Academic Bulletin.

*It must be emphasized that being suspended for six (6) clinical days does not relieve the student from acquiring the mandatory number of competencies for that trimester. Failure to perform the required number of competency examinations will affect the clinical grade as noted in the clinical syllabus.

4. Criminal Background Checks

4.1. University Policy:

A background check is required for all students accepted to a professional program. The results of this background check may impact the student's eligibility to enroll in clinical education courses and to sit for the national credentialing examination administered by the Nuclear Medicine Technology Certification Board and/or the American Registry of Radiologic Technologists. Please be aware that some clinical sites may require an extended background check that will need to be completed prior to the clinical rotation.

4.2. Certification Body Policies

4.2.1. American Registry of Radiologic Technologists (ARRT) Policy

The candidate for certification by the American Registry of Radiologic Technologists (ARRT) must be of good moral character. The conviction of a felony or misdemeanor (with the sole exceptions of speeding and parking violations or juvenile offenses that were adjusted in Juvenile court) may indicate a lack of good moral character for Registry purposes. Individuals convicted of a crime must supply a written explanation including court documents with their application for examination. Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT. This is grounds for permanent denial of eligibility for certification.

The ARRT strongly encourages students with misdemeanor or felony convictions to submit a *Pre-application Review of Eligibility*. This review can be started at any time but should be completed **six months** prior to graduation. All violations must be cleared before an applicant is determined eligible and assigned to a testing window. Pre-application review forms and instructions are available by contacting the Ethics Department at the ARRT office.

The American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120
(651) 687-0048

The “Pre-application Review of Eligibility” form can also be downloaded from the ARRT’s web site at www.arrt.org.

4.2.2 Nuclear Medicine Technology Certification Board (NMTCB) Policy

The following are required ethics questions that an individual who wishes to sit for an NMTCB Examination must answer:

Have you ever:

- a. been charged with or convicted of a misdemeanor (other than a minor traffic offense) or felony or general court martial in military service, and/or are any such charges currently pending against you?
- b. had any professional license, registration, or certification application denied, or any issued license, registration, or certification revoked, suspended,

- placed on probation, or subject to any type of discipline by a regulatory authority or certification board?
- c. been found by any court or administrative body, including but not limited to employers, to have committed negligence (simple or willful), malpractice, recklessness, or engaged in misconduct in the practice of any profession?
 - d. been terminated from an employment position involving the use of NMTCB credentials and where the conduct leading to such termination has involved: child or elder abuse, sexual abuse, substance abuse, job-related crimes, violent crimes against persons?

Activities that would result in an affirmative response to any of these required ethics questions may or may not affect the eligibility determination for an applicant. The likelihood of approval or denial of an application to sit for an NMTCB Examination may or may not affect an individual's decision to apply for or attend an educational program. The NMTCB Pre-Application Review Request is intended as a tool to assist such individuals in their decision making process.

Individuals who would answer "Yes" to any one or more of these ethics questions on an NMTCB Examination Application may voluntarily file this request for pre-application review to determine whether the reason for the affirmative response would likely result in approval or denial of an application to sit for an NMTCB Examination.

This is not an application to sit for an NMTCB Examination. In order to be eligible to sit for an NMTCB Examination, all eligibility requirements for that examination must have been met, an application for that examination must be approved and the associated fee must have been received by the NMTCB office. All fees associated with the pre-application review are separate from any fees associated with the application process.

Pre-Application Review is performed on a case by case basis and the average review time is one week. The results of this pre-application review apply only to the ethics issues reported as part of this pre-application review process. Issues not reported as part of this process, whether they occurred prior to or after the submission of the documentation associated with this pre-application review process may affect an applicant's final eligibility determination.

The fee for the pre-application review process is \$75.00 and is not refundable.

4.3. State Policies

4.3.1. State of Florida Policy

The requirements and recommendations of *Policy 4.2.* also apply for licensure by the State of Florida.

Pre-application must be made to the following address:

**Department of Health
Bureau of Radiation Control
Radiologic Technology Program
2020 Capital Circle, SE, Bin #C21
Tallahassee, FL 32399-1741
(850) 487-3451**

5. Health Records

Students are required to maintain current and accurate health records throughout the duration of the Nuclear Medicine Technology Program. It is the student's responsibility to supply the program faculty with updated copies of health records. Health records must be current in order for a student to participate in clinical education. An electronic record of the student's health records will be maintained at ADU, and print copies will be contained within each student's file located in the program offices.

5.1. CPR Certification

Verification of current certification in cardiopulmonary resuscitation (CPR) from the American Heart Association including infant, child, and adult CPR is required. CPR certification must remain current throughout the program. Renewal is required every two years to meet the requirement of our clinical affiliations.

Courses offered via the Internet are not accepted.

5.2. Immunizations

Students are required to complete the *Student Health Assessment Form* provided by the College. Students enrolled in a professional program must present the following:

5.2.1. Yearly verification of tuberculosis screening test (PPD). If the test is positive, a chest x-ray is necessary. If testing reveals active disease, the student must follow the directives within the "Communicable Disease Policy" stated in the *ADU Student Handbook*.

5.2.2. Updated immunization records including Hepatitis B, MMR and Tetanus-Diphtheria

5.2.3. Verification of varicella vaccination or immunity (titer)

5.2.4. Evidence of physical examination within three months prior to beginning a professional program

5.3. FIT Testing

Students must complete and pass the Medical Clearance for Respirator Wear (a.k.a. FIT Testing) prior to the start of clinicals. The student must call Employee Health at Florida Hospital to schedule an appointment for the FIT test. The test can be scheduled by calling 407-303-7135, option 9.

Due to the nature of FIT Testing, any change in facial hair or weight may void the original results. If this occurs, it is the responsibility of the student to notify the program faculty and be re-tested.

5.4. HIV/AIDS Certificate

Students in the program at ADU are required to complete the mandatory HIV/AIDS seminar prior to engaging in the patient care setting. This course is designed to provide the students with the mandatory 4-hour requirement for the program, and will be offered prior to the student's first clinical rotation. This course fulfills the state of Florida HIV/AIDS certificate requirement.

It is the responsibility of the students to retain a copy of their HIV/AIDS certificate upon completion. Students are required to submit a copy of this certificate when applying for the state licensure.

5.5 Health Insurance Verification

All Students enrolled in professional programs, which involve a clinical component are required to carry and maintain personal health insurance. Failure to maintain personal health insurance throughout the time enrolled in the professional program will result in disciplinary action up to and including dismissal from the program.

6. Nuclear Medicine Laboratory

- 6.1.** The Nuclear Medicine Technology Program Laboratory (Lab) consists of a gamma camera, processing computer, survey meters, well counters, and an uptake probe.

Students are allowed to utilize the lab after obtaining approval from a faculty member.

7. Clinical Attendance

Clinical education is a vital part of the total program in developing a student's skills. Prompt and consistent clinical attendance is expected of all students in the Nuclear Medicine Technology Program.

7.1. Attendance Policy

The student is responsible to be present during all clinical hours scheduled for each course. The student must notify the program faculty **and** the clinical site in

the event of an absence or late arrival. This notification must be made prior to the start of the clinical shift. Failure to meet the above criteria may result in a **1% reduction** in the student's overall clinical grade for **each** incident.

Students may miss a prescribed number of clinical days each trimester. That number varies with each rotation and is listed in the appropriate course syllabus. Any additional time that is missed must be made up. Requests for make up time must be initiated by the student and be approved by the site's clinical instructor and program faculty. Make up time must be during normal clinical hours and should not include evenings, weekends, or holidays. Make up time may not be taken during the lunch break. Students are encouraged to take a thirty- minute lunch break.

Any clinical days missed above and beyond the prescribed number that are not made up will result in the student's final grade being lowered by one full letter grade for each day. Students with extenuating circumstances will be handled on an individual basis with proper documentation provided to the program faculty.

For each three days that a student is tardy, their final clinical grade will be lowered by three points. Tardy is defined as greater than 15 minutes.

Transportation: For clinical education, travel to various clinical sites is mandatory. It is imperative that each student has their own reliable transportation. Some of the clinical sites are located more than one hour from the college. A student may be assigned to any of our clinical affiliates.

Students are not to exceed a combined class hours, clinical hours, and clinical make-up time of 40 hours per week.

8. Clinical Uniform and Appearance

In order to exhibit the proper professional image to patients, co-workers and the public, students assigned to the Nuclear Medicine Department are required to follow a dress code.

8.1 Attire

1. A white lab coat with the ADU logo is to be worn at all times. These may be purchased in the bookstore.

2. A college name badge with your picture will be provided and should be worn at all times.
3. Navy, black or khaki tailored slacks (no denim).
4. Conservative dress shirt or blouse (short or long sleeve) or golf style shirt. Shirts must be long enough to cover the abdomen when arms are raised or stretched as in transferring a patient.
5. Plain socks or hosiery.
6. Conservative, professional style shoes (no open toed shoes or sandals). All white athletic shoes are permissible. All shoes must be neat and clean.
7. Students must wear film and ring badge at all times.

8.2. General Appearance

1. Hair must be clean, neat and maintained in a conservative style. It should be worn in such a manner that when the person bends over or moves, it does not come down around the face. Only unobtrusive and conservative hair ornaments (barrettes or bands) may be used if needed.
2. Nails should be approximately fingertip length and clean. Polish, if worn, should appear natural.
3. Men are permitted to have a mustache and/or goatee. If a student decides to grow facial hair it must be neatly trimmed. Facial hair that interferes with the seal of PFR 95 respirator is prohibited. Prior to clinical rotations, students will undergo a "FIT" test to determine their respirator size.
4. The only acceptable jewelry is a wedding ring set or engagement ring, wrist watch, and post-type earrings (no wider than ¼ inch, only one per ear, women only).
5. Good personal hygiene, including an effective deodorant and mouthwash, is required.
6. Perfume and aftershaves should be avoided.
7. Appropriate undergarments should be worn.

8. Clothes and lab coats should be clean and wrinkle free.
9. No visible tattoos or body piercings.

Students must abide by the dress code of each facility in which they will have a clinical rotation. Students arriving in a clinical area inappropriately dressed (as determined by faculty or the facility) may be asked to leave. This will constitute a clinical absence. The student will also receive a written warning or reprimand, as appropriate.

8.3. Personal Hygiene

Students are required to maintain personal hygiene in the clinical, classroom, and laboratory setting. Every detail of personal hygiene is extremely important. Students are expected to present a positive image of themselves, considering the needs of patients and/or peers. Personal hygiene includes, but is not limited to:

1. Daily bathing and oral hygiene
2. Clean body and minimized body odors, including bad breath
3. No heavily scented perfumes/powders, colognes, and lotions
4. Clean and trimmed fingernails
5. Neat and well-groomed hair and facial hair
6. Modest make-up on females (males are not to wear any make-up)
7. Following appropriate guidelines with respect to clothing contaminated with blood, body fluids, or other contaminants

9. Radiation Protection and Safety

Adventist University of Health Sciences and the Department of Radiologic Sciences promote a safe learning environment for all students. In the Nuclear Medicine Technology Program, it is vital that students adhere to the guidelines set forth to maintain their safety in the clinical environment.

9.1. Radiation Protection Guidelines

The following rules have been established for your protection against ionizing radiation during clinical education. These rules are established for your benefit and must be strictly adhered to:

1. A radiation monitoring body badge and ring badge must be worn during all clinical rotations. If your assigned badge is lost, please see ADU faculty for a spare badge. There is a **\$6.00 fee** for the spare badge.
2. Wear protective clothing such as lab coats.
3. Wear disposable gloves when handling radioactive materials.
4. Monitor yourself for contamination before leaving the department.
5. Use syringe shields.
6. Do not eat, drink, smoke or apply cosmetics where radioactive materials are stored or used.
7. Do not store food or drink in areas where radioactive materials are stored or used.
8. Dispose of radioactive waste in designated receptacles.
9. Administer radiopharmaceuticals only under the direct supervision of a technologist.
10. Do not pipette by mouth.

9.2. Personal Safety

The following rules and recommendations have been established to maintain the students' safety when in the clinical environment. Any violation may result in compromise of the students' safety.

1. Students will adhere to the safety regulations set forth by the clinical facility. This includes security and fire regulations.

2. Students will utilize proper body mechanics when interacting with and moving patients, equipment, and/or supplies. Proper body mechanics are taught to the students in the *Patient Care for Health Sciences* course.
3. Students must follow universal precautions with respect to handwashing, infection control, and proper disposal of medical waste.
4. When entering patient's rooms, adhere to any contact or respiratory precautions required. Use the appropriate personal protective equipment (PPE).
5. If a student experiences a needlestick or exposure to body fluids, he/she is to cleanse the area, then call the Needlestick Hotline at 1-888-807-1020.
6. Report any suspicious or violent behavior to hospital security or dial 911. The following numbers can be used to contact security:

Emergency from an ADU phone:	9-1-911
ADU Security:	407-353-4002
FH security:	303-1515 (from FH phone) 407-303-1515

7. If a student experiences a personal injury, he/she is to fill out the necessary incident report forms required by the hospital and notify the Clinical Coordinator.

10. Pregnancy Policy

Although not required, it is recommended that the Program Director be notified as soon as possible of any pregnancy of a Nuclear Medicine Technology Program student. This is because of the potential radiation hazard to the embryo/fetus, particularly during the first trimester. It is further recommended that the pregnant student discuss her situation with her physician. Upon declaring herself pregnant, the student will meet with the Program Director who will review the program's pregnancy policy with her. The student will be given the following options:

1. Terminate her clinical education and continue the didactic (class) portion of the program. Lost clinical time will be made up after delivery. This may result in postponement of graduating from the program and sitting for the national certification examination.
2. Continue her clinical rotations with no changes in the types of assignment and in performance/behavior responsibilities required of all students.

It is appropriate, although not necessary, to provide the pregnant student with an additional monitor to be worn at waist level to monitor fetal dose.

The pregnant student will read and sign a form indicating her choice of Option #1 or #2. Her signature will attest to the fact that she has been given proper attention and that she understands the level of risk associated with her continued training if she chooses Option #2.

11. Communicable Disease Policy

Florida Hospital is not responsible for providing testing or treatment in the event that students become injured or exposed to a communicable disease while performing clinical responsibilities. The student is required to obtain insurance coverage, and to consult their personal physician for follow-up of any injury or exposure.

For the purpose of this policy, a communicable disease is defined as any disease transmitted from one person to another, i.e. tuberculosis, hepatitis, meningitis, chicken pox or HIV/AIDS.

If a student is exposed to a communicable disease in the clinical environment, he/she should notify the department coordinator and call the Infection Control office. Follow-up should be made with the student's personal physician.

If the student experiences a needle-stick injury, they should first wash the wound and then call the Employee Health Clinic (see below). This number is available twenty-four hours a day. The student will receive counseling and a packet of information and forms to follow-up with.

Florida Hospital Needle-Stick Hotline: 1-888-807-1020

If a student develops a communicable disease, he/she must notify the program faculty immediately. The student will be temporarily relieved from clinical responsibilities according to the recommendation of the Infection Control Department. All employees/students/patients exposed to the individual will be identified and notified by Infection Control. Refer to the *ADU Student Handbook* for the complete "Communicable Disease Policy."

12. Patient Safety

Adventist University of Health Sciences is dedicated to promoting and ensuring the safety of all patients. This is inclusive of proper patient identification, patient assessment, and the administration of any classification of drug.

12.1. Florida Hospital and other facilities maintain their accreditation standards and have established some of the following patient safety goals:

- Identify patients correctly: Use at least two ways to identify patients. Florida Hospital requires that all patients be identified by full name and date of birth.
- Use proper communication among staff: Communicate to all personnel involved about the status of the patient, including any known allergies. Florida Hospital requires that all patients wear a red allergy band stating their known allergies.
- Prevent infection: Employ the proper techniques to prevent the spread of infection, such as handwashing and proper disposal of medical waste.
- Prevent patient injuries: Take precautions to ensure the safety of all patients with regards to bedrails, obstacles, and other hazards.
- Prompt response: Be mindful of the status of the patient from the start of your encounter. Regularly assess the condition of the patient, and report any deterioration in condition to the appropriate medical personnel.

SECTION 4: DIDACTIC/CLINICAL SCHEDULING

Course Sequences

Upon program completion, the graduate will receive a Bachelor of Science Degree in Nuclear Medicine Technology. Admission Requirements as well as Progression, Readmission and Completion policies are located in the Academic Bulletin. A suggested program of study is as follows:

Fall 1st Year		
Course Number	Course Name	Credits
*BIOL 101/101L	Anatomy and Physiology I with Lab	4
*MATH 120	College Algebra	3
*ENGL 101	English Composition I	3
RELP 103	Philosophy of Healthcare	3
Total		13

Spring 1st Year		
Course Number	Course Name	Credits
*BIOL 102/102L	Anatomy and Physiology II with Lab	4
	Introduction to Applied Statistics/Elementary	
*STAT 205/215	Statistics	3
*ENGL 102	English Composition II	3
PSYC 124	General Psychology	3
REL_	Religion	2
Total		15

Fall 2nd Year		
Course Number	Course Name	Credits
PHYS 151/151L	General Physics I with Lab	4
CHEM151/151L	General Chemistry I with Lab	4
HPER 125	Health and Wellbeing	2
REL_	Religion	2
Total		12

Spring 2nd Year		
Course Number	Course Name	Credits
PHYS 152/152L	General Physics II with Lab	4
CHEM 152/152L	General Chemistry II with Lab	4
BIOL 144/144L	Sectional Anatomy with Lab	3
RELE 205	Introduction to Christian Ethics	2
Total		13

Fall 3rd Year

Course Number	Course Name	Credits
RTNM 301	Foundations of Nuclear Medicine	4
RTNM 302	Introduction to Clinical Nuclear Medicine	3
ENGL 144	Medical Terminology	2
RTCA 113	Patient Care for the Health Sciences	2
BIOL 125	Concepts of Pathophysiology	3
	Total	14

Spring 3rd Year

Course Number	Course Name	Credits
RTNM 310	Nuclear Medicine Procedures I	3
RTNM 320	Nuclear Medicine Instrumentation with Lab	4
RTNM 330	Radiobiology and Radiation Protection	3
RTNM 350	Clinical Nuclear Medicine I	4
RTNM 360	Journal Review and Research I	1
	Total	15

Summer 4th Year

Course Number	Course Name	Credits
RTNM 311	Nuclear Medicine Procedures II	3
RTNM 325	Radiopharmacy and Pharmacology	3
RTNM 351	Clinical Nuclear Medicine II	4
RTNM 361	Journal Review and Research II	1
REL_	Religion (upper division)	3
	Total	14

Fall 4th Year

Course Number	Course Name	Credits
RTNM 412	Nuclear Medicine Procedures III	3
RTNM 452	Clinical Nuclear Medicine III	4
RTNM 462	Journal Review and Research III	1
RTNM 442	X-Ray Production	1
REL_	Religion (upper division)	3
	Elective (upper division)	3
	Total	15

Spring 4th Year		
Course Number	Course Name	Credits
RTNM 483	Seminars in Nuclear Medicine Technology	3
RTNM 473	Advanced Imaging	3
RTNM 453	Clinical Nuclear Medicine IV	4
HTSC 360	U.S. Healthcare System	3
Total		13

* prerequisite courses

General Education Credit Hours	70
Professional Credit Hours	54
B.S. Degree Total Credit Hours	124

**** Students must also demonstrate computer skills by successful completion of computer challenge exam or a computer course.**

****Students must take RELP 103: Philosophy of Healthcare during their first trimester at ADU. See Academic Bulletin for information.**

Clinical Assignments

The following sites are currently used for clinical education:

Florida Hospital – Orlando
601 East Rollins Street
Orlando, FL 32803
(407) 303-5600

Florida Hospital – Altamonte
601 East Altamonte Drive
Altamonte Springs, FL 32701
(407) 830-4321

Florida Hospital Celebration Health
400 Celebration Place
Celebration, FL 34747
(407) 764-4000

Florida Hospital – Kissimmee
2450 North Orange Blossom Trail
Kissimmee, FL 34744
(407) 846-4343

Florida Hospital – Winter Park Memorial
200 N. Lakemont Avenue
Winter Park, FL 32792
(407) 646-7000

Florida Hospital – East Orlando
7727 Lake Underhill Road
Orlando, FL 32822
(407) 303-8110

Florida Hospital – DeLand
701 W. Plymouth Avenue
DeLand, FL 32720
(386) 943-4522

Florida Hospital Fish Memorial
1055 Saxon Boulevard
Orange City, FL 32763
(386) 917-5000

Florida Hospital – Waterman
1000 Waterman Way
Tavares, FL 32778
(352) 253-3333

Florida Hospital Altamonte PET Center
894 East Altamonte Drive
Altamonte Springs, FL 32701
(407) 478-2840

Holmes Regional Medical Center
1350 South Hickory Street
Melbourne, FL 32925
(321) 434-7000

Osceola Regional Medical Center
700 West Oak Street
Kissimmee, FL 34741
(407) 846-2266

Central Florida Regional Hospital
1401 West Seminole Boulevard
Sanford, FL 32771
(407) 321-4500

Florida Heart Group – Altamonte
689 East Altamonte Drive
Altamonte Springs, FL 32701
(407) 894-4474

Florida Heart Group – Orlando
1613 N. Mills Avenue
Orlando, FL 32803
(407) 894-4474

Triad Isotopes Nuclear Pharmacy
4205 Vineland Road, Suite L2
Orlando, FL 32811
(407) 645-2133

Cardinal Health Nuclear Pharmacy
809 South Orlando Avenue, Suite Q
Orlando, FL 32789
(407) 628-8383

Please note:

Students are responsible for their own transportation to and from the clinical site.

SECTION 5: DIDACTIC/CLINICAL GRADE EVALUATION

Program Grading Scale and Course Evaluations

In order to maintain satisfactory academic progress in the Nuclear Medicine Program, each student must achieve and retain in both the didactic and clinical courses a minimum grade of 75% (C). The program's grade scale is as follows:

A: 96 - 100	B+: 89 - 91	C+: 80 - 82	D: 66 - 69
A-: 92 - 95	B: 86 - 88	C: 75 - 79	F: 0 - 65
	B-: 83 - 85	C-: 70 - 74	

Every effort by counseling will be made to aid the cooperative student to fulfill these minimum standards. However, if a student receives a final grade below 75%, a recommendation of dismissal will be presented to the Vice President for Academic Administration.

Please note that other required courses (including Patient Care for the Health Sciences) will have different grading scales. The student must complete all courses with a grade of C or higher.

Students are required to complete end-of-course evaluations for all courses including didactic, clinical and lab sections in which he or she is enrolled. Evaluations must be completed by the last day of class (or otherwise determined by the instructor).

SECTION 6: GRADUATION REQUIREMENTS , CERTIFICATION EXAMINATIONS, AND PROFESSIONAL ORGANIZATIONS

Graduation Requirements

In order to graduate from the Nuclear Medicine Technology Program, you must fulfill the requirements of Adventist University of Health Sciences as listed in the *Academic Bulletin* as well as the following minimum program requirements:

- Complete all program cognate courses and program requirements with a minimum grade of “C”.
- Satisfactorily fulfill all mandatory and elective competency requirements as required by the program.
- Have completed any missed clinical hours due to illness, pregnancy, etc.
- Not be on disciplinary probation.

Certification Examinations

There are two certification exams that may be taken after graduation. You must successfully complete one of them in order to continue working in the field.

The Nuclear Medicine Technology Certification Board (NMTCB) administers one of the exams. The exam is a computer adaptive test in which results are available immediately. The board publishes a Components of Preparedness statement which will be helpful in preparing for the exam. The board can be reached at:

NMTCB
3558 Habersham at Northlake, Building I
Tucker, GA 30084-4009
(404) 315-1739
www.nmtcb.org

The American Registry of Radiologic Technologists (ARRT) administers exams in many imaging areas including nuclear medicine. This test is also taken at a computer terminal. The ARRT publishes Content Specifications for the exam. This document serves as a good study guide for preparation. Students must also complete all Clinical Competency Requirements. The ARRT may be reached at:

The American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, Minnesota 55120-1155
(651) 687-0048
www.arrt.org

* A candidate for board certification must be of good moral character. The certification boards strongly encourage students with misdemeanor or felony convictions to submit a *Preapplication Review of Eligibility*. It needs to be completed six months prior to graduation.

State Licensure

Many states (including Florida) require nuclear medicine technologists to obtain a license. The requirements usually include graduation from an accredited program and successful completion of either the NMTCB or ARRT exam. Contact information for Florida licensure is:

MQA Radiologic Technology Program
4052 Bald Cypress Way, Bin #C85
Tallahassee, FL 32399-3252
Phone: (850) 245-4910
Fax: (850) 921-6365
www.doh.state.fl.us/mqa/rad-tech

Professional Organizations

The Society of Nuclear Medicine and Molecular Imaging (SNMMI) is the organization that many nuclear medicine technologists join. Benefits of membership include a subscription to the Journal of Nuclear Medicine and the Journal of Nuclear Medicine Technology. The Society hosts many local, regional and national meetings where continuing education credits are available. Students are invited to take advantage of the free two year trial membership that is available from the Society. Information on the free membership is available through the program faculty. The Society may be reached at:

SNMMI
1850 Samuel Morse Drive
Reston, VA 20190-5316
(703) 708-9000
www.snmami.org

The Florida Nuclear Medicine Technologists (FNMT) is another organization that local technologist and students join. Every year students are invited to participate in student presentations at the annual meeting. For more information contact: www.fnmt.ws

SECTION 7: APPENDICES

Appendix A

Society of Nuclear Medicine Code of Ethics

Nuclear Medicine Technologists, as members of the health care profession, must strive as individuals and as a group to maintain the highest ethical standards.

The Principles listed below are from the Technologist Section of the Society of Nuclear Medicine, revised in June 2004. They are not laws, but standards of conduct to be used as a quick guide by nuclear medicine technologists.

Principle 1 - The nuclear medicine technologist will provide service with compassion and respect for the dignity of the individual and with the intent to provide highest quality of patient care.

Principle 2 - The nuclear medicine technologists will provide care without discrimination regarding the nature of the illness or disease, gender, race, religion, sexual preference or socioeconomic status of the patient.

Principle 3 - The nuclear medicine technologist will maintain strict patient confidentiality in accordance with state and federal regulations.

Principle 4 - The nuclear medicine technologist will comply with the laws, regulations, and policies governing the practice of nuclear medicine.

Principle 5 - The nuclear medicine technologist will continually strive to improve their knowledge and technical skills.

Principle 6 - The nuclear medicine technologist will not engage in fraud, deception, or criminal activities.

Principle 7 - The nuclear medicine technologist will be an advocate for their profession.

Appendix B

Looking Right: A Guide to Professional Appearance at Florida Hospital

The Philosophy behind Looking Right

Florida Hospital's employees are an important part of the hospital's public image. Courteous, friendly and efficient staff members contribute greatly to the impression made in daily contact with patients, visitors, and fellow employees. Proper dress, personal grooming and overall appearance adds much to the positive image that the public has of Florida Hospital. This important combination of dress and grooming also promotes poise, self-confidence, and a professional atmosphere throughout the hospital, thus enhancing the quality of care and caring provided.

Florida Hospital recognizes that fashions change and individual tastes vary. Yet certain styles of clothing remain particularly appropriate for certain work situations. Florida Hospital's dress code program shows attention to these fashion principles for professional and business wear, while reflecting the high quality of health care that Florida Hospital provides in Central Florida. A dress code program identifies each employee as a member of the Florida Hospital team for security reasons and distinguishes him or her to fellow employees, as well as to the hospital's patients and visitors. As patients and visitors move throughout the hospital, they should be able to observe a consistent professional appearance among employees. Every detail is important. Even careless personal hygiene will offset many other fine qualities.

For these reasons, Florida Hospital requires all employees, from the first day of employment, to follow the dress code program and the dress code guidelines for the department they work in. An employee who fails to follow this standard should expect to be requested by his or her supervisor to correct any inconsistencies. It is the responsibility of department directors to counsel with employees whose appearance is not satisfactory.

A dress code committee has been established to work with administration and department directors in developing consistent dress and grooming guidelines for all classification of personnel throughout Florida Hospital. The committee is responsible to inform hospital leadership and all employees of changes in dress code guidelines through announcements published in the hospital newsletter. Employees' suggestions about dress code are welcomed and should be routed through their supervisor.

Thank you for taking the time to familiarize yourself with the dress code program described in this brochure and special guidelines about the dress requirements for your specific area of work. By following them, you make a personal contribution in maintaining Florida Hospital's image as a caring institution: one that is – and looks – highly professional.

CLOTHING

Clothing should be clean and neat at all times. It should fit well (ie. sized appropriate for body type) and not be frayed or unduly worn.

IDENTIFICATION BADGES

Identification Badges should be worn on the upper portion of the chest on the outer garment (except in areas where a sterile environment is required). The I.D. Badge completes the employee's professional image as part of the Florida Hospital team. Wear it with pride!

SCRUB CLOTHES

Scrub clothes are to be worn only in approved areas. Hospital-issued scrub clothes are not to be worn outside the hospital premises.

PERFUME/COLOGNE/TOBACCO/OFFENSIVE ODORS

Perfume, cologne, or scented powders, if worn, should be mild and light. The excessive smell of perfume, cologne, scented powders, tobacco, alcohol, bad breath, or other offensive body odors is unacceptable in the work environment. Every detail of personal hygiene is extremely important. Each employee is expected to present a positive image of themselves, considering the needs of patients and/or co-workers.

SKIN CARE

Personal hygiene is extremely important for professional appearance and personal safety. Any skin abrasions and/or wounds need to be covered to prevent contamination from patient to employee or vice versa. Visible tattoos or piercings (other than approved under earrings) are to be removed or covered to the extent possible to present a professional image.

WOMEN

HAIR

Hair should be neatly combed and arranged in an attractive, easy-to-maintain style. Any extreme hair styling is not permitted. Extremes in dyeing, bleaching, or tinting are not permitted.

Length and confinement

Those who prefer long hair should take special care that it is neat and well groomed. Hair should be worn in such a manner that it is confined away from the face so that it will not fall forward or over the face while performing normal job duty. It is required by law that food service employees confine their hair.

Accessories

Acceptable hair accessories include barrettes or combs which match the hair color, or in gold, silver, tortoise shell, without ornamentation; ribbons or bows which coordinate with the uniform colors being worn and which do not extend below the top of the collar and are of an appropriate size.

Additional restrictions may be made in certain areas due to health and safety precautions.

COSMETICS

Face make-up

Natural make-up is permitted. Foundation bases, powder and blushes should correspond with each individual's skin coloring.

Eye make-up

If mascara is worn, it should be applied lightly in shades of black or brown. Eye shadow, if worn, should be in natural shades so as not to be conspicuous.

Lipstick

Lipstick, if worn, should be applied lightly and complement the individual's appearance. True lip tones or natural shades of lipstick are acceptable.

FINGERNAILS

Fingernails should be kept clean, short, and healthy. If polish is used, it should be clear or flesh tones and unchipped.

Additional restrictions may be made due to health and safety precautions.

For instance, health care workers that have patient contact (touching the patient) will not wear artificial nails or nail extenders.

JEWELRY

In the professional environment jewelry should be a simple accent and minimized to avoid distraction or the presentation of a cluttered appearance. Permitted jewelry is limited to the wearing of one ring per hand (or wedding set), a wristwatch or watch pin, a hospital service pin, a professional school pin, a civic organization pin and one chain necklace with or without pendant.

Earrings

Earrings are limited to one earring per ear of pearl, diamond, colored stone, gold or silver only (earrings must match, are to be worn in the lower lobe of the ear only and are not to exceed beyond the margins of the ear lobe).

Necklaces

Necklaces will be of a plain fine linked chain no more than 1/8" in thickness (silver or gold in color only) with or without a small pendant.

Pins

Lapel pins, scarf rings and functional pins (ie. pen or glasses holders) which coordinate with the clothing and do not exceed 2" may be worn. These pins should be conservative in design without logos (however FH or FH approved logos may be permitted).

The wearing of any other type of or additional numbers of earrings, chains, necklaces, bracelets, ornamental pins and rings is not permitted.

Additional restrictions may be made in certain areas due to health and safety precautions.

SHOES

Shoes (no open toe shoes or sandals allowed) should be polished and kept in good repair. Hosiery is required to be worn at all times in shades as defined in the appropriate dress code guidelines.

MEN

HAIR

A neat, natural haircut and a clean shave (see below) are essential. The hair is to be neatly groomed so that it does not extend beyond the top half of the ear. Hair must not hang out over the shirt collar. Any extreme hair styling is not permitted. Extremes in dyeing, bleaching, or tinting the hair are not permitted. It is required by law that food service employees confine their hair.

Sideburns, mustaches, and beards

Sideburns, mustaches, and beards should be neatly trimmed, extending no more than ½" from the skin.

Additional restrictions may be made due to health and safety precautions.

For instance, for persons providing patient care, facial hair that interferes with the seal of the PFR 95 respirator is prohibited.

FINGERNAILS

Fingernails should be kept clean, short and healthy. Clean presentable fingernails are a must.

JEWELRY

Jewelry is limited to the wearing of one ring per hand, a wristwatch or watch fob, a hospital service pin, a professional school pin and/or a civic organization. Lapel pins, tie pins and functional pins (ie. pen or glasses holders) which coordinate with the clothing and do not exceed 2" may be worn. These pins should be conservative in design without logos (however FH or FH approved logos may be permitted). The wearing of any other type of or additional numbers of chains, necklaces, bracelets, ornamental pins, rings and earrings is not permitted. Additional restrictions may be made in certain areas due to health and safety precautions.

SHOES

Shoes (no open toe shoes or sandals allowed) should be polished and kept in good repair. Socks that coordinate with the clothing are required.